

Bill Nguyen

hongminhnguyenbill@gmail.com | (775) 675-9140 | [linkedin.com/in/bill-nguyen-36868b381](https://www.linkedin.com/in/bill-nguyen-36868b381)

Professional Summary

Detail-oriented and compassionate professional with hands-on experience in client-facing support, health and safety compliance, and student counseling. Pursuing a Bachelor of Science in Business Finance with strong organizational, communication, and interpersonal skills well-suited for a Healthcare Administration environment. Demonstrated ability to support individuals in achieving goals, maintain compliance standards, and communicate effectively across diverse populations.

Education

Bachelor of Science in Business Finance

University of Nevada, Reno | Expected Graduation: June 2029

Relevant coursework: Financial Management, Organizational Behavior, Business Ethics

Associate of Science

Singapore International School in Vietnam | May 2024

International Qualifications: IGCSE, AS Level, A Level

Singapore International School in Vietnam

Relevant Experience

Student Counselor

Singapore International School – Vietnam | Sep 2022 – May 2024

- Provided one-on-one counseling support to students, assisting in the development of academic and personal wellness goals — closely mirroring patient advocacy and care coordination responsibilities in healthcare settings.
- Designed and facilitated group workshops on time management and study strategies, improving student performance and wellbeing across a diverse student population.
- Maintained confidential student records and progress notes in compliance with school policies, demonstrating a commitment to privacy and ethical practice — directly transferable to HIPAA compliance in healthcare.

Health & Safety Compliance Associate (Waiter's Assistant)

The Rose Garden, Ho Chi Minh City, Vietnam | May 2023 – August 2023

- Strictly adhered to food safety and health code regulations, ensuring a compliant and sanitary environment — skills directly applicable to healthcare facility standards and infection control protocols.
- Monitored and maintained operational procedures under a fast-paced, high-responsibility environment, demonstrating reliability and attention to compliance detail.

Customer Relations & Administrative Support (Cashier)

The Rose Garden, Ho Chi Minh City, Vietnam | May 2024 – August 2024

- Managed front-facing customer interactions with professionalism and empathy, mirroring patient reception and front-desk administration skills required in clinical environments.
- Accurately processed transactions and assisted clients in identifying their needs, demonstrating strong active listening and communication skills essential in patient-centered care.

Core Competencies

- Patient-Centered Communication • Health & Safety Compliance • Record Keeping & Confidentiality

- Active Listening • Critical Thinking • Ethical Practice • Time Management
- Organizational Leadership (Student Council) • Financial Administration • Cross-Cultural Communication

Certifications & Credentials

- IGCSE – International General Certificate of Secondary Education
- AS Level – Advanced Subsidiary Level Qualification
- A Level – Advanced Level Qualification
- High School Diploma